

Explanation of Units and Property in PIC Removal Application

This template is designed to allow HUD to efficiently process your RAD transaction. Once completed, this should be attached to your PIC Removal Application. Please note that HUD does not require that PHAs complete this specific template. However, PHAs must provide this information in some form as a requirement for participation in the Rental Assistance Demonstration (RAD) Program. Your local HUD Field Office will review this and other information to help determine the units and property that may be removed from the public housing inventory as part of the RAD conversion.

RAD PIC Application: DDA# _____

Development number: _____

(Please submit this data separately for every development included in the DDA.)

Number of units identified in CHAP to be removed from the above development: _____

Number of units identified in PIC inventory removal application in the above development: _____

Total unit discrepancy: _____

Unit Discrepancy

If there is a unit discrepancy, HUD needs to understand the possible causes. If applicable, please use the section below to identify all causes of the unit discrepancy and, for each, provide a detailed explanation for the discrepancy. If any or all of the causes of the discrepancy are not captured below, please provide a detailed explanation in response to the fifth question below that begins, "If an additional discrepancy exists. . ."

Is unit discrepancy due to **de minimis reduction**? YES _____ NO _____

Number of ACC units that will not be replaced as a result of de minimis reduction: _____

If yes, please explain the justification for the reduction¹:

Is unit discrepancy due to **merged units**? YES _____ NO _____

Number of units: _____

¹ Per PIH 2012-32 Rev 2, conversions may not result in a reduction of the number of assisted units, except by a de minimis amount, defined as no more than the greater of five percent of the number of project or portfolio units under ACC immediately prior to conversion or five units. However, a unit is excluded from this de minimis threshold if any of the following apply: a) The unit has been vacant for more than 24 months at the time of RAD Application; or b) Reducing the total unit number will allow the PHA to more effectively or efficiently serve assisted households through: 1) reconfiguring apartments (e.g., converting efficiency units to one-bedroom units); or 2) facilitating social service delivery (e.g., converting a basement unit into community space).

If yes, please explain:

Is unit discrepancy due to **non-dwelling units**? YES _____ NO _____

Number of units: _____

If yes, please explain:

Is unit discrepancy due to substantial change in unit mix after RAD disposition? (e.g. 100 units disposed, but only 55 ultimately rebuilt because efficiency units are to be combined to create 1 bedroom units.) YES _____ NO _____

Number of units: _____

If yes, please explain:

If an additional discrepancy exists that is not covered by the above, please explain:

Non-Dwelling Removals

HUD must also understand what other non-dwelling units/buildings/spaces/land need to be removed from the Declaration of Trust (even if it is not currently included in PIC). Please use the section below to describe all non-dwelling removals (including any removals due to transfers of assistance).

Number of non-dwelling units in PIC: _____

Number of non-dwelling units not in PIC: _____

Number of non-dwelling buildings in PIC: _____

Number of non-dwelling buildings not in PIC: _____

Acres to be removed: _____

Remaining Acres after removal: _____

Spaces/land (acres) in PIC: _____

Identify type of space/land (e.g., park, playground, parking lot, common area landscaping):

Spaces/land (acres) not in PIC: _____

Identify type of space/land (e.g., park, playground, parking lot, common area landscaping):

Please provide a narrative description of all non-dwelling units, buildings, spaces, and land that will also be removed with the RAD disposition and provide an adequate explanation to justify that the property to be removed complies with HUD standards for RAD removal (see footnote below) ²:

_____ *Sign here* _____

Executive Director

_____ Housing Authority

² The following non-dwelling real property can be released from public housing use restrictions (ACC and DOT), under RAD authority, as part of a RAD transaction, provided it is encumbered under a RAD Use Agreement (including any addendum that may be required by HUD):

1. Buildings that contains units to be converted under RAD, including:
 - units designated as “non-dwelling units” in IMS/PIC (laundry facilities, storage, management offices);
 - community and common space; and
 - underlying land at those buildings;
2. Necessary appurtenances for the RAD units (i.e. parking lots, playgrounds);
3. Non-dwelling structures (i.e. sheds, community buildings) that at will be demolished as part of the conversion, provided such demolition is included in the approved RAD RCC;
4. Free standing non-dwelling buildings or other non-dwelling real property that will be used primarily to “support” the RAD units (i.e. project-specific community centers, maintenance building, management office building), provided such property is contiguous, adjacent or in close proximity to the RAD dwelling units parcel, and the PHA evidences the property will support the RAD units through either direct supportive services for residents or direct administrative and/or management support for RAD units. Such property may also serve other residents or projects of the PHA provided the property primarily serves and supports the RAD units; and
5. Vacant land and other real property necessary to support the RAD units (i.e. landscaping, community gardens, or reasonable green-space that is required for zoning).

HUD, in its sole discretion, will determine whether property proposed for release falls into any of the categories above and can therefore be removed from ACC and DOT at closing.